United Nations A/CONF.224/2*

General Assembly

Distr.: General
7 January 2015

Original: English

Third United Nations World Conference on Disaster Risk Reduction
Sendai, Japan, 14-18 March 2015
Item 4 of the provisional agenda**
Adoption of the agenda and programme of work

Provisional programme of work

Note by the Secretariat

The Secretariat has the honour to transmit herewith the provisional programme of work for the Third United Nations World Conference on Disaster Risk Reduction. At its second session, on 17 November 2014, the Preparatory Committee for the Conference decided to recommend to the Conference the adoption of the provisional programme of work.

* Reissued for technical reasons on 2 February 2015.
** A/CONF.224/1.

15-00159* (E) 030215

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Provisional programme of work

1. The proposals set out in the present note have been prepared on the basis of General Assembly resolution 68/211, including through close consultations with the host country and the Bureau of the Preparatory Committee.

I. Election of officers

2. The Conference shall elect a President and other officers in accordance with its rules of procedure. As stipulated in rule 6, the Conference shall elect from among the representatives of participating States the following officers: a President, 10 Vice-Presidents,[1] one of whom shall be designated as Rapporteur-General, and an ex officio Vice-President from the host country. The Conference may also elect a Chair of a Main Committee established in accordance with rule 46. These officials shall be elected on the basis of ensuring the representative character of the Bureau. The Conference may also elect such other officers as it deems necessary for the performance of its functions.

3. Pursuant to rules 6 and 11, the Conference would thus have a Bureau composed of the President, the Vice-Presidents, the Rapporteur-General and, if such a Committee is established, the Chair of the Main Committee.

II. Adoption of the rules of procedure

4. The Conference shall adopt its rules of procedure. The provisional rules of procedure recommended by the Preparatory Committee are contained in document A/CONF.224/3.

III. Adoption of the agenda

5. The Conference will have before it for adoption the provisional agenda (A/CONF.224/1), as recommended by its Preparatory Committee at its second session.

IV. Organization of work

Dates and venue

6. The Conference will be held at the Sendai International Center in Sendai, Japan, from 14 to 18 March 2015. The Conference will be convened at the highest possible level.

[1] Two from each of the following groups: African States; Asian States; Eastern European States; Latin American and Caribbean States; and Western Europe and Others Group.

Plenary meetings

7. It is proposed that the Conference consist of nine plenary meetings, as follows:

Saturday, 14 March: from 11 a.m. to 2 p.m. and from 3 p.m. to 6 p.m.

Sunday, 15 March: from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Monday, 16 March: from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Tuesday, 17 March: from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m.

Wednesday, 18 March: from 10 a.m. to 1 p.m.

8. All plenary meetings will be held in the new conference building in Sendai, Japan.

9. At the formal opening of the Conference, which will take place in the morning on Saturday, 14 March, consideration will be given to all procedural and organizational matters, including: the election of the President of the Conference; the adoption of the rules of procedure and the agenda; the election of officers; the establishment of a Main Committee (if needed); the appointment of the members of the Credentials Committee; the arrangements for the preparation of the report of the Conference; and other matters. At the opening, it is recommended that statements be made by the President of the Conference, the Secretary-General of the United Nations, and the President of the General Assembly. It is recommended that a representative of the nine major groups as defined in Agenda 21,[2] on behalf of all the nine major groups, also make a statement at the opening.

10. The list of speakers for the general exchange of views will be established on a first come, first served basis under the customary protocol that ensures that Heads of State or Government speak first as part of the high-level segment, to be followed by other heads of delegation. The European Union, in its capacity as observer, will be included in the list of speakers. It is proposed that a time limit of five minutes be established for each oral statement. The list of speakers will be announced in the daily Journal of the Conference.

11. In addition to the representatives of States participating in the Conference and the representative of the European Union, representatives of the following organizations may, time permitting and without setting a precedent, make a statement during the general debate: (a) intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices (rule 60 of the provisional rules of procedure); (b) specialized agencies and related organizations (rule 61); (c) other intergovernmental organizations (rule 62); (d) interested United Nations organs (rule 63); and (e) associate members of regional commissions (rule 65). The representatives of the non-governmental organizations and other major groups may also be added to the list of speakers (rule 64).

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[2] Agenda 21 defined major groups as comprising women, children and youth, indigenous people, non-governmental organizations, local authorities, workers and their trade unions, business and industry, the scientific and technological community and farmers.

12. The closing plenary meeting, to be held in the morning of Wednesday, 18 March, is expected to conclude with reporting on ministerial round tables and high-level multi-stakeholder partnership dialogues by the respective chair(s), to be followed by the adoption of the outcome document and the report of the Conference.

Ministerial round tables

13. The Conference will include five ministerial round tables, held in parallel with the plenary meetings, as follows:

Sunday, 15 March, from 10 a.m. to 1 p.m.

Sunday, 15 March, from 3 p.m. to 6 p.m.

Monday, 16 March, from 10 a.m. to 1 p.m.

Monday, 16 March, from 3 p.m. to 6 p.m.

Tuesday, 17 March, from 3 p.m. to 6 p.m.

14. The topics of the ministerial round tables are "Governing disaster risk: overcoming challenges", "International cooperation in support of a post-2015 framework for disaster risk reduction", "Reducing disaster risk in urban settings", "Reconstructing after disasters: building back better", and "Public investment strategies for disaster risk reduction".

15. All ministerial round tables will be held in the new conference building.

16. Each ministerial round table will provide an opportunity for interactive and focused discussions on key priorities and actions in support of the post-2015 framework for disaster risk reduction, as it relates to each topic.

17. Each round table will have a Chair, to be appointed by the President of the Conference from among the ministers attending the Conference in accordance with the principle of equitable geographical distribution and taking into account invitations for nominations to be extended to the Chairs of regional groups.

18. The outcomes of the round tables will be reflected in the summaries by the chairs, which should be submitted to the closing plenary meeting of the Conference and included in the final report of the Conference.

19. The five round tables will be interactive and multi-stakeholder in nature, with 45 seats each: up to 40 for Government delegations and at least 5 for other participants, including representatives of observers, entities of the United Nations system and other accredited intergovernmental organizations and major groups. Member States and other participants are encouraged to be represented at the round tables at the highest possible level. Participants will be invited by the Conference secretariat to sign up for participation in one of the round tables in advance of the Conference, bearing in mind the total number of participants outlined above.

20. Any given State, observer, entity of the United Nations system or other accredited intergovernmental organization or representative of a major group may participate in only one of the round tables. Each participant may be accompanied by one adviser.

21. The list of participants in each round table will be made available prior to the meeting. The Secretariat will communicate the final arrangements for the round tables through a note verbal to all Permanent Missions by mid-December 2014.

High-level multi-stakeholder partnership dialogues

22. The Conference will include three high-level multi-stakeholder partnership dialogues, held in parallel with the plenary meetings and in between ministerial round tables, as follows:

Saturday, 14 March, from 3 p.m. to 6 p.m.

Monday, 16 March, from 3 p.m. to 6 p.m.

Tuesday, 17 March, from 10 a.m. to 1 p.m.

23. The topics of the three high-level multi-stakeholder partnership dialogues are "Mobilizing women's leadership in disaster risk reduction", "Risk sensitive investment: public-private partnerships", and "Inclusive disaster risk management: governments, communities and groups acting together".

24. All high-level multi-stakeholder partnership dialogues will be held in the new conference building.

25. Each high-level multi-stakeholder partnership dialogue will provide an opportunity for interactive and focused discussions on key priorities and actions in support of the post-2015 framework for disaster risk reduction, as it relates to each topic.

26. The Chair or Chairs of the partnership dialogues will be appointed by the President of the Conference. The high-level partnership dialogues will be interactive and open to all conference participants. There will be no prepared list of speakers. At the discretion of the Chair or Chairs, priority in the order of speakers will be given to those speaking at the level of Head of State or Government or at the ministerial level, followed by high-level representatives of other stakeholders. The dialogues will aim to achieve a balance among speakers from all stakeholders. In order to provide for maximum participation, interventions should not exceed three minutes. Representatives of States are invited to indicate to the Secretariat by e-mail (palm@un.org, with a copy to goldfinch@un.org) if they will be represented in a partnership dialogue at the level of Head of State or Government or at the ministerial level. Concept notes on the high-level multi-stakeholder partnership dialogues will be made available on the Conference website.

27. The outcomes of the high-level multi-stakeholder partnership dialogues should be reported to the Conference at its closing plenary meeting and be included in the final report of the Conference. The Secretariat will communicate the final arrangements for the partnership dialogues through a note verbale to all Permanent Missions by mid-December 2014.

Timetable for the work of the Conference

28. A proposed timetable for the work of the Conference is contained in the annex to the present note. Updated information will be posted on the Conference website[3] and announced in the daily Journal of the Conference.

Organization of meetings

29. The resources available to the Conference allow for a maximum of two simultaneous meetings (with interpretation facilities) in the morning and two in the afternoon, including meetings of subcommittees, working groups and informal consultations. The holding of such meetings is subject to the availability of conference-servicing facilities at the Conference site.

30. Meetings will be held from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. In order to ensure the most efficient utilization of available resources, it is essential that all meetings start promptly as scheduled.

V. Appointment of the members of the Credentials Committee

31. Rule 4 of the provisional rules of procedure provides that a Credentials Committee shall be appointed at the beginning of the Conference and that its composition shall be based on that of the Credentials Committee of the General Assembly of the United Nations at its sixty-ninth session.

VI. Participants

32. States, the European Union, other intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices, specialized agencies and related organizations, other intergovernmental organizations, United Nations organs, non-governmental organizations and other major groups and associate members of the regional commissions will participate in accordance with the rules of procedure of the Conference.

VII. Secretariat

33. The secretariat of the International Strategy for Disaster Reduction of the United Nations will provide support to the organization of the Conference, in cooperation with the host country authorities.

[3] http://www.wcdrr.org/.

VIII. Documentation

34. In accordance with the practice followed at previous United Nations conferences, official documents of the Conference will be issued before, during and after the Conference.

35. Also in accordance with the practice followed at previous United Nations conferences, it is recommended that the report of the Conference consist of the decisions of the Conference, a brief account of the proceedings, and a reportorial account of the work of the Conference and the action taken at the plenary meetings.

36. Summaries of the plenary meetings should also be included in the report of the Conference.

37. All Conference documentation will be available on the Conference website.[3]

Annex

Proposed timetable for the work of the Third United Nations World Conference on Disaster Risk Reduction, 14-18 March 2015

Date time	*Agenda item programme*	
Saturday, 14 March		
First plenary meeting		
11 a.m.-2 p.m.	1	Opening of the Conference
	2	Election of the President
	3	Statement by the President
		Statement by the Secretary-General of the United Nations
		Statement by the President of the General Assembly
		Statement by a representative of civil society
	4	Adoption of the agenda and programme of work of the Conferenc
	5	Adoption of the rules of procedure
	6	Election of officers other than the President
	7	Appointment of the members of the Credentials Committee
	8	General exchange of views
Second plenary meeting		
3 p.m.-6 p.m.	8	General exchange of views
	9	Statements by intergovernmental and other organizations
	10	Statements by non-governmental organizations
Partnership dialogues		
3 p.m.-6 p.m.		High-level multi-stakeholder partnership dialogue
Sunday, 15 March		
Third plenary meeting		
10 a.m.-1 p.m.	8	General exchange of views
	9	Statements by intergovernmental and other organizations
	10	Statements by non-governmental organizations

Date time	*Agenda item programme*	
Ministerial round tables		
10 a.m.-1 p.m.		Ministerial round table
Fourth plenary meeting		
3 p.m.-6 p.m.	8	General exchange of views
	9	Statements by intergovernmental and other organizations
	10	Statements by non-governmental organizations
Ministerial round tables		
3 p.m-6 p.m.		Ministerial round table
Monday, 16 March		
Fifth plenary meeting		
10 a.m.-1 p.m.	8	General exchange of views
	9	Statements by intergovernmental and other organizations
	10	Statements by non-governmental organizations
Ministerial round tables		
10 a.m.-1 p.m.		Ministerial round table
Sixth plenary meeting		
3 p.m.-6 p.m.	8	General exchange of views
	9	Statements by intergovernmental and other organizations
	10	Statements by non-governmental organizations
Ministerial round tables		
3 p.m.-6 p.m.		Ministerial round table
Partnership dialogues		
3 p.m.-6 p.m.		High-level multi-stakeholder partnership dialogue
Tuesday, 17 March		
Seventh plenary meeting		
10 a.m.-1 p.m.	8	General exchange of views
	9	Statements by observers
Partnership dialogues		
10 a.m.-1 p.m.		High-level multi-stakeholder partnership dialogue

Date time		*Agenda item programme*
Eighth plenary meeting		
3 p.m.-6 p.m.	8	General exchange of views
	9	Statements by intergovernmental and other organizations
	10	Statements by non-governmental organizations
Ministerial round tables		
3 p.m.-6 p.m.		Ministerial round table
Wednesday, 18 March		
Ninth plenary meeting		
10 a. m-1 p.m.		Report by the chairs of the ministerial round tables
		Report of the chairs of the high-level multi-stakeholder partnership dialogues
	7	Report of the Credentials Committee
	11	Adoption of the final outcomes of the Conference
	12	Other matters
	13	Adoption of the report of the Conference
		Closure of the Conference